

GENERAL MEDICAL 8.0

Medical Services for Employees -- 8.5

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By: Cathy R. Taylor, DrPH, MSN, RN
Assistant Commissioner
Bureau of Health Services

POLICY

Health Department employees are eligible to receive all services available to the general public, according to the same program guidelines and protocols.

APPLICABILITY

This policy applies to all state, contract and county employees of Regional Offices and Local Health Departments.

PURPOSE

To promote worksite wellness.

PROCEDURE

Services to employees are to be by appointment, subject to availability. Local management must assure that services to the general public are not affected by services to employees. All policies concerning establishment and maintenance of medical records apply to the employee services. All program-specific requirements for programs such as WIC and Family Planning (including requirements of eligibility and fees) must be met when providing those services to employees.

Employees electing to travel to another health department site to receive services must obtain prior supervisory approval which must be noted on the Time Distribution and Leave Report, PH-3260. Sick leave must be taken when the employee travels to another health department site to receive services. The employee assumes responsibility for all travel expenses.

All service fees will be billed at 100% to the insurance carrier of the employee. Any remaining balance will be subject to collection efforts based on existing fee policies.

NECESSARY FORM

Time Distribution and Leave Report, PH-3260

OFFICE OF PRIMARY RESPONSIBILITY

Office of the Medical Director, Bureau of Health Services, (615)741-7305